

ORIGINAL

AGREEMENT FOR SERVICES #045-S0810

THIS AGREEMENT made and entered by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and Paul Funk, a sole proprietor dba Pro Line Cleaning Services, duly qualified to conduct business in the State of California, whose principal place of business is 512 Main Street, Suite 10, Diamond Springs, CA 95619; (hereinafter referred to as "Contractor");

WITNESSETH

WHEREAS, County has determined that it is necessary to obtain a Contractor to provide selected janitorial services for the Department of Child Support Services and Department of Human Services facilities located at 3057 Briw Road, Suites A and B, Placerville, CA; and

WHEREAS, Contractor has represented to County that it is specially trained, experienced, expert and competent to perform the special services required hereunder and County has determined to rely upon such representations; and

WHEREAS, it is the intent of the parties hereto that such services be in conformity with all applicable federal, state and local laws; and

WHEREAS, County has determined that the provisions of these services provided by Contractor are in the public's best interest and that these services, are more economically and feasibly performed by outside independent Contractors as well as authorized by El Dorado County Charter, Section 210 (b) (6) and/or Government Code 31000;

NOW, THEREFORE, County and Contractor mutually agree as follows:

ARTICLE I

Scope of Services: Contractor agrees to furnish personnel and equipment necessary to provide selected janitorial services for the Department of Child Support Services and Department of Human Services facilities located at 3057 Briw Road, Suites A and B, Placerville, CA. Services shall be provided in accordance with the following:

A Daily Services

1 General

- a Floors/Non-Carpeted Areas
 - i Sweep and dust mop.
 - ii A wet/disinfectant mop to be used on all floors/non-carpeted.
- b Floors/Carpeted Areas
 - i Vacuum all floors/carpeted areas and spot clean as necessary or when requested.
- c Dust furniture, taking care not to disturb papers left on interior desks, reception desk, or interview booths.
- d Dust all ledges that can be reached without use of ladder.
- e Empty and clean all interior and exterior wastebaskets.
- f Empty and clean cigarette urns in the patio area and outside exterior doors.
- g Light bulb removal and installation as requested.

2 Lobby/Reception Areas

- a Remove hand marks from woodwork and partition glass.
- b Clean all drinking fountains.
- c Sweep halls, entranceways, and outside sidewalks.
- d Clean all glass doors.
- e Wipe down and disinfect all lobby furniture, including chairs and children toys.
- f Straighten furniture and magazines in the lobby and reception area.
- g Disinfect all reception, screening booth, and interview booth countertops.
- h Lobby phones wiped down and sprayed with disinfectant daily.

3 Outside Patio

- a Sweep outside patio.
- b Wipe down furniture.
- c Separate and align all tables and chairs.

4 Interior Lunchroom Areas

- a Wipe down lunchroom counters.
- b Wipe down microwave ovens – interior and exterior.
- c Clean all lunchroom sinks.
- d Separate and align all tables and chairs in lunchroom.

5 Restrooms

- a Clean and disinfect all commodes, toilet seats, urinals, and baby changing stations.
- b Clean all mirrors and fixtures.

- c Wet mop all restroom floors.
- d Restock restroom supplies as required or requested.

B Weekly Service (Once Per Week Unless Required or Requested More Often)

- 1 Dust picture frames and clean glass.
- 2 Perform all low dusting of furniture, baseboards, and windowsills.
- 3 Clean glass on lobby display cabinets.
- 4 Clean metal thresholds, trim around doors, and light switches.
- 5 Spot clean upholstered furniture in lobby area.
- 6 Clean all garbage cabinets in lunchroom.
- 7 Air fresheners to be changed in bathrooms weekly.

C Semi-Monthly (Two [2] Times Per Month)

- 1 Wash, re-wax, and polish vinyl asbestos tile and/or linoleum floor.
- 2 Buff all uncarpeted floors.
- 3 Dust ceiling air vents.

D Monthly

- 1 Shampoo carpets where required or requested.
- 2 Remove cobwebs.

E Quarterly (Every Three [3] Months)

- 1 Dust vertical wall surfaces, ceiling lighting fixtures, vertical blinds, and other high dusting requiring use of ladder.
- 2 Wash the inside glass surface of all exterior windows.
- 3 Wash the outside glass surface of all exterior windows.

F Additional Requirements

- 1 Carpeting in both suites of County building shall be professionally shampooed during Month One (1) in which this Agreement is in effect and again every six (6) months thereafter. This is a minimum requirement in addition to the monthly requirement indicated above under D1-Monthly, above.
- 2 All monthly, quarterly, and yearly cleaning services are to be scheduled and calendared in advance of service and with the prior knowledge and approval of County.

G Supervision

- 1 Contractor agrees that contractor's staff shall have adequate supervision to ensure that facilities are maintained consistently in accordance with the terms of this contract. Contractor shall furnish to each facility the name of an immediately available contact supervisor to be contacted by County when problems occur.

- 2 All services shall be provided under the direction of the Contract Administrator. However, as required, Contractor agrees to meet on-site with key personnel at each office to discuss cleaning needs, view service, and receive direction and feedback.

H Supplies

- 1 Contractor agrees to furnish supplies and materials including, but not limited to, cleaning soaps, waxes (UL approved slip resistant), brooms, mops, and any other equipment and safety devices necessary to perform the services required herein.
- 2 County agrees to furnish paper towels, toilet tissue, hand soap, seat covers, sanitary napkins, electric light bulbs, air fresheners and fluorescent tubes.
- 3 Contractor agrees to ensure supplies stored in the janitor closets meet Fire Code requirements, including, but not limited to, 18" ceiling clearance.
- 4 Contractor agrees to store supplies furnished by the County in separate janitor closets for Suites A and B. Contractor shall not co-mingle County supplied janitorial supplies between Suites A and B.

I Communication

County and Contractor shall communicate special janitorial requests or other issues by posting them in the log located near the janitor closet. County shall provide Contractor with a floor plan of the facility that includes workstation and room numbers to help facilitate special janitorial requests or other issues.

J Identification

Contractor shall require service staff to wear a badge identifying them as employees of the Contractor agency at all times while on County premises.

K Confidentiality

- 1 All data, together with any knowledge otherwise acquired by Contractor during the performance of services provided pursuant to this Agreement, shall be treated by Contractor and Contractor's staff as confidential information. Contractor and Contractor's staff shall not disclose or use, directly or indirectly, at any time any such confidential information.

Services shall be provided between the hours of 7:00 p.m. and 7:00 a.m. five (5) days per week (Monday through Friday), excluding County holidays, unless otherwise specified or with prior approval of County. County will provide Contractor with a list of County holidays and, when possible, will provide advance notice of unplanned building closures due to unforeseen circumstances.

If Contractor or Contractor's staff is the last person(s) to leave the building(s), Contractor or Contractor's staff shall be responsible for turning off all lights and locking all doors in all offices when leaving County premises. County shall provide Contractor with two (2) entry cards, one (1) key to the janitor closet, one (1) key to the training room, and one (1) key to the Manager offices. Contractor shall further be responsible for all keys issued to him/her for County premises, and shall return said keys upon termination of this contract. If the keys are lost or Contractor cannot return the keys for any reason, Contractor shall, at the County's discretion, be responsible for the cost of reproducing, replacing said keys, or re-keying locks.

ARTICLE II

Term: This Agreement shall become effective when fully executed by both parties hereto and shall cover the period of July 19, 2007 through July 18, 2009.

ARTICLE III

Compensation for Services: For services provided herein, County agrees to pay Contractor monthly in arrears. Payment shall be made within thirty (30) days following County receipt and approval of itemized invoice(s) detailing services rendered. For the purposes hereof, the billing rate shall be \$2,200.00 per month for the portion of the facility occupied by the Human Services Department and \$615.00 per month for the portion of the facility occupied by the Child Support Services Department. Contractor shall invoice each department separately. The total amount of this Agreement shall not exceed \$67,560.00.

Services provided for partial months shall be prorated on a daily basis. It will be the responsibility of Contractor to invoice for same.

Contractor agrees to invoice the facilities at the address written below:

CHILD SUPPORT SERVICES
ATTN: ACCOUNTING
3057 BRIW ROAD STE B
PLACERVILLE, CA 95667

HUMAN SERVICES
ATTN: ACCOUNTING
3057 BRIW ROAD STE A
PLACERVILLE, CA 95667

ARTICLE IV

Changes to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said amendments shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE V

Contractor to County: It is understood that the services provided under this Agreement shall be prepared in and with cooperation from County and its staff. It is further agreed that in all matters pertaining to this Agreement, Contractor shall act as Contractor only to County and shall not act as Contractor to any other individual or entity affected by this Agreement nor provide information in any manner to any party outside of this Agreement that would conflict with Contractor's responsibilities to County during term hereof.

ARTICLE VI

Assignment and Delegation: Contractor is engaged by County for its unique qualifications and skills as well as those of its personnel. Contractor shall not subcontract, delegate or assign services to be provided, in whole or in part, to any other person or entity without prior written consent of County.

ARTICLE VII

Independent Contractor/Liability: Contractor is, and shall be at all times, deemed independent and shall be wholly responsible for the manner in which it performs services required by terms of this Agreement. Contractor exclusively assumes responsibility for acts of its employees, associates and subcontractors, if any are authorized herein, as they relate to services to be provided under this Agreement during the course and scope of their employment. All employees of the Contractor shall be fingerprinted at the Contractor's expense prior to those employees providing janitorial services at the Sheriff's Office, Detective Division facility.

Contractor shall be responsible for performing the work under this Agreement in a safe, professional, skillful and workmanlike manner and shall be liable for its own negligence and negligent acts of its employees. County shall have no right of control over the manner in which work is to be done and shall, therefore, not be charged with responsibility of preventing risk to Contractor or its employees.

ARTICLE VIII

Fiscal Considerations: The parties to this Agreement recognize and acknowledge that County is a political subdivision of the State of California. As such, El Dorado County is subject to the provisions of Article XVI, Section 18 of the California Constitution and other similar fiscal and procurement laws and regulations and may not expend funds for products, equipment or services not budgeted in a given fiscal year. It is further understood that in the normal course of County business, County will adopt a proposed budget prior to a given fiscal year, but that the final adoption of a budget does not occur until after the beginning of the fiscal year.

Notwithstanding any other provision of this Agreement to the contrary, County shall give notice of cancellation of this Agreement in the event of adoption of a proposed budget that does not provide for funds for the services, products or equipment subject herein. Such notice shall become effective upon the adoption of a final budget, which does not provide funding for this Agreement. Upon the effective date of such notice, this Agreement shall be automatically terminated and County released from any further liability hereunder.

In addition to the above, should the Board of Supervisors during the course of a given year for financial reasons reduce, or order a reduction, in the budget for any County department for which services were contracted to be performed, pursuant to this paragraph in the sole discretion of the County, this Agreement may be deemed to be cancelled in its entirety subject to payment for services performed prior to cancellation.

ARTICLE IX

Default, Termination and Cancellation:

- A. Default: Upon the occurrence of any default of the provisions of this Agreement, a party shall give written notice of said default to the party in default (notice). If the party in default does not cure the default within ten (10) days of the date of notice (time to cure), then such party shall be in default. The time to cure may be extended at the discretion of the party giving notice. Any extension of time to cure must be in writing, prepared by the party in default for signature by the party giving notice and must specify the reason(s) for the extension and the date on which the extension of time to cure expires.

Notice given under this section shall specify the alleged default and the applicable Agreement provision and shall demand that the party in default perform the provisions of this Agreement within the applicable period of time. No such notice shall be deemed a termination of this Agreement unless the party giving notice so elects in this notice, or the party giving notice so elects in a subsequent written notice after the time to cure has expired. In the event of termination for default, County reserves the right to take over and complete the work by contract or by any other means.

- B. Bankruptcy: This Agreement, at the option of the County, shall be terminable in the case of bankruptcy, voluntary or involuntary, or insolvency of Contractor.
- C. Ceasing Performance: County may terminate this Agreement in the event Contractor ceases to operate as a business, or otherwise becomes unable to substantially perform any term or condition of this Agreement.

D. Termination or Cancellation without Cause: County may terminate this Agreement in whole or in part upon seven (7) calendar days written notice by County without cause. If such prior termination is effected, County will pay for satisfactory services rendered prior to the effective dates as set forth in the Notice of Termination provided to Contractor, and for such other services, which County may agree to in writing as necessary for contract resolution. In no event, however, shall County be obligated to pay more than the total amount of the contract. Upon receipt of a Notice of Termination, Contractor shall promptly discontinue all services affected, as of the effective date of termination set forth in such Notice of Termination, unless the notice directs otherwise.

ARTICLE X

Notice to Parties: All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

COUNTY OF EL DORADO
CHILD SUPPORT SERVICES DEPARTMENT
3057 BRIW ROAD STE B
PLACERVILLE, CA 95667
ATTN: LAURA ROTH

COUNTY OF EL DORADO
HUMAN SERVICES DEPARTMENT
3057 BRIW ROAD STE A
PLACERVILLE, CA 95667
ATTN: JOHN LITWINOVICH

or to such other location as the County directs.

Notices to Contractor shall be addressed as follows:

PRO LINE CLEANING SERVICE
512 MAIN STREET, SUITE 10
DIAMOND SPRINGS, CA 95619
ATTN: PAUL FUNK

or to such other location as the Contractor directs.

ARTICLE XI

Indemnity: The Contractor shall defend, indemnify and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees and the public, or damage to property or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the Contractor's services, operations or performance hereunder, regardless of the existence or degree of fault or negligence on the part of the County, the Contractor, subcontractor(s) and employee(s) or any of these, except for the sole or active negligence of the County, its officers and employees, or as expressly prescribed by statute. This duty of Contractor to indemnify and save County harmless includes the duties to defend set forth in California Civil Code Section 2778.

ARTICLE XII

Insurance: Contractor shall provide proof of a policy of insurance satisfactory to the El Dorado County Risk Manager and documentation evidencing that Contractor maintains insurance that meets the following requirements:

- A. Full Worker's Compensation and Employer's Liability Insurance covering all employees of Contractor as required by law in the State of California.
- B. Commercial General Liability Insurance of not less than \$1,000,000.00 combined single limit per occurrence for bodily injury and property damage.
- C. Automobile Liability Insurance of not less than \$1,000,000.00 is required in the event motor vehicles are used by the Contractor in the performance of the Agreement.
- D. In the event Contractor is a licensed professional, and is performing professional services under this Agreement, professional liability is required with a limit of liability of not less than \$1,000,000.00 per occurrence. For the purposes of this Agreement, professional liability is not required.
- E. Proof of a Janitorial bond of not less than \$10,000.00.
- F. Contractor shall furnish a certificate of insurance satisfactory to the El Dorado County Risk Manager as evidence that the insurance required above is being maintained.
- G. The insurance will be issued by an insurance company acceptable to Risk Management, or be provided through partial or total self-insurance likewise acceptable to Risk Management.

- H. Contractor agrees that the insurance required above shall be in effect at all times during the term of this Agreement. In the event said insurance coverage expires at any time or times during the term of this Agreement, Contractor agrees to provide at least thirty (30) days prior to said expiration date, a new certificate of insurance evidencing insurance coverage as provided for herein for not less than the remainder of term of the Agreement, or for a period of not less than one (1) year. New certificates of insurance are subject to the approval of Risk Management and Contractor agrees that no work or services shall be performed prior to the giving of such approval. In the event the Contractor fails to keep in effect at all times insurance coverage as herein provided, County may, in addition to any other remedies it may have, terminate this Agreement upon the occurrence of such event.
- I. The certificate of insurance must include the following provisions stating that:
1. The insurer will not cancel the insured's coverage without thirty (30) days prior written notice to County, and;
 2. The County of El Dorado, its officers, officials, employees and volunteers are included as additional insured, but only insofar as the operations under this Agreement are concerned. This provision shall apply to the general liability policy.
- J. The Contractor's insurance coverage shall be primary insurance as respects the County, its officers, officials, employees and volunteers. Any insurance or self-insurance maintained by the County, its officers, officials, employees or volunteers shall be in excess of the Contractor's insurance and shall not contribute with it.
- K. Any deductibles or self-insured retentions must be declared to and approved by the County, either; the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the County, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- L. Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the County, its officers, officials, employees or volunteers.
- M. The insurance companies shall have no recourse against the County of El Dorado, its officers and employees or any of them for payment of any premiums or assessments under any policy issued by any insurance company.
- N. Contractor's obligations shall not be limited by the foregoing insurance requirements and shall survive expiration of this Agreement.
- O. In the event Contractor cannot provide an occurrence policy, Contractor shall provide insurance covering claims made as a result of performance of this Agreement for not less than three (3) years following completion of performance of this Agreement.

- P. Certificate of insurance shall meet such additional standards as may be determined by the contracting County Department either independently or in consultation with Risk Management, as essential for the protection of the County.

ARTICLE XIII

Interest of Public Official: No official or employee of County who exercises any functions or responsibilities in review or approval of services to be provided by Contractor under this Agreement shall participate in or attempt to influence any decision relating to this Agreement which affects personal interest or interest of any corporation, partnership or association in which he/she is directly or indirectly interested; nor shall any such official or employee of County have any interest, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE XIV

Interest of Contractor: Contractor covenants that Contractor presently has no personal interest or financial interest, and shall not acquire same in any manner or degree in either: 1) any other contract connected with or directly affected by the services to be performed by this Agreement; or, 2) any other entities connected with or directly affected by the services to be performed by this Agreement. Contractor further covenants that in the performance of this Agreement no person having any such interest shall be employed by Contractor.

ARTICLE XV

California Residency (Form 590): All independent Contractors providing services to the County must file a State of California Form 590, certifying their California residency or, in the case of a corporation, certify that they have a permanent place of business in California. The Contractor will be required to submit a Form 590 prior to execution of an Agreement or County shall withhold seven (7%) percent of each payment made to the Contractor during term of the Agreement. This requirement applies to any agreement/contract exceeding \$1,500.00.

ARTICLE XVI

Taxpayer Identification Number (Form W-9): All independent Contractors or Corporations providing services to the County must file a Department of the Treasury Internal Revenue Service Form W-9, certifying their Taxpayer Identification Number.

ARTICLE XVII

County Business License: It is unlawful for any person to furnish supplies or services, or transact any kind of business in the unincorporated territory of El Dorado County without possessing a County business license unless exempt under County Code Section 5.08.070.

ARTICLE XVIII

Administrator: The County Officer or employee with responsibility for administering this Agreement on behalf of the Child Support Services Department is Laura Roth, Director, or successor. The County Officer or employee with responsibility for administering this Agreement on behalf of the Human Services Department is John Litwinovich, Director, or successor.

ARTICLE XIX

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XX

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XXI

Venue: Any dispute resolution action arising out of this Agreement, including, but not limited to, litigation, mediation or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California.

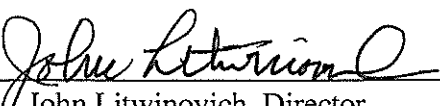
ARTICLE XXII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

Requesting Contract Administrator/Department Head Concurrence:

By: 
Laura Roth, Director
Child Support Services Department

Dated: 5/31/07

By: 
John Litwinovich, Director
Human Services Department

Dated: 6/6/07

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below, the latest of which shall be deemed to be the effective date of this Agreement.

COUNTY OF EL DORADO--

Dated: _____

By: _____

Chairman
Board of Supervisors
"County"

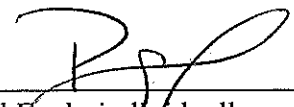
ATTEST:
Cindy Keck, Clerk
of the Board of Supervisors

By: _____ Date: _____

Deputy Clerk

-- CONTRACTOR--

Dated: 6-11-07



Paul Funk, individually and dba
Pro Line Cleaning Services
"Contractor"